



Department of Housing & Community Development

Community Development Block Grant Program (CDBG)

APPLICATION FOR FUNDING

Program Year 43
July 1, 2017 – June 30, 2018

Application Release Date: February 2, 2017
Application Due Date: March 3, 2017

Margaret E. Morton Government Center, 999 Broad Street, Bridgeport, CT 06604

Funds Available

The estimated breakdown of available funding for Program Year 43 (“PY43”) is based on the assumption of a level funding allocation by the U.S. Department of Housing and Urban Development (“HUD”) from the prior program year, and may be found below. The City of Bridgeport (the “City”) has established funding priority areas detailed below based on the Five-Year Consolidated Plan, which is available on the City of Bridgeport website and in hard copy format at the Department of Housing and Community Development, 999 Broad Street, Bridgeport, CT 06604.

<u>PY43 Estimated Community Development Block Grant Program</u>	\$ 2,759,039.00 Total
▪ Public Services (15% maximum)	\$ 414,195.00
▪ Public Facilities/Infrastructure Improvements/ ▪ Housing/Economic Development	\$ 1,518,428.00
▪ Section 108 Loan Repayments	\$ 273,419.00
▪ Program Administration (20% maximum)	\$ 549,997.00

***All available funds are estimated. Actual funding levels are calculated by the U.S. Department of Housing and Urban Development based on availability and may change prior to allocation by the Bridgeport City Council.*

Applicants should respond to this request for funding with projects that align with the City’s Five-Year Consolidated Plan priority areas.

CDBG Overview/Priority Areas

The Community Development Block Grant (“CDBG”) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended, and was enacted in 1974 under the Housing and Community Development Act or HCDA. The primary objective of Title I of HCDA is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low and moderate income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities.

To achieve these goals, the CDBG regulations set forth eligible activities and the national objective that each activity must meet. As recipients of CDBG funds, grantees are charged with ensuring that these requirements are met.

The City of Bridgeport produces a Five-Year Consolidated Plan as required by HUD of entitlement communities that identifies the City’s housing and community development needs and outlines the strategic goals, priorities and actions to address identified needs. Citizen’s participation in the development of the Consolidated Plan is required to ensure a comprehensive needs assessment that captures the social,

economic and environmental needs of the jurisdiction resulting in a unified vision for the planned use of federal funds. Bridgeport's current Consolidated Plan covers the years 2013-2018.

Should the City's priorities change, it will adjust these rankings via an amendment to its Five-Year Plan. Identified priority areas include:

Additionally, Neighborhood Revitalization Zones ("NRZs") are instrumental vehicles for enhancing community partnerships and solving complex issues facing Bridgeport neighborhoods. It is important that the NRZs are made aware of activities that propose to serve the residents of their respective neighborhoods. Applicants are encouraged to share their proposed projects with designated NRZs for review and endorsement. Letters of support should be attached to applications that have been endorsed and support an identified community need. Additional points will be awarded to applications that can demonstrate NRZ support.

In order to qualify for funding your application must fit within one of these activities. **If your program fits into more than one category you must submit a separate application for each activity. If two categories are applied for in one application the application will be rejected. If you apply for the wrong category your application will be rejected. Please read the descriptions carefully.**

All activities funded with CDBG funds shall be project specific and principally benefit (at least 51% of project beneficiaries) low, very-low and extremely-low income persons, and/or address slum and blight in the community. **Each application must focus on only one of the Consolidated Plan activities listed below.** However, more than one application may be submitted by the same agency.

- Housing and Public Improvement activities must list specific addresses or sites where actual rehabilitation or improvements will take place. Neighborhood revitalization project(s) should have a particular focus on anti-blight activities and should also be site-specific.
- Due to time limitation on the funding sources, affordable housing preservation, development and public facility improvement should be **construction ready** at the time of application. **Please note: No projects can begin until the environmental review process has been completed. Please wait until your organization receives clearance from the City's construction manager prior to beginning any projects.**
- Public service proposals must demonstrate how the services to be provided supports, strengthens and unifies families; reinforce self-sufficiency and/or fulfills an urgent/essential need. **If prior funding has been received, public service proposals must demonstrate how current programs and services are to be increased or expanded.**

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Eligible Activities	Funding Sources			
	CDBG	HOME	ESG	HOPWA
Preservation and rehabilitation of existing blighted housing stock serving low and moderate income persons and families; (Homeowner Counseling and Support is a Public Service and not a Rehabilitation Activity).	X	X		
Development of additional critically needed housing principally benefiting very low, low, and moderate income persons and families including transitional housing, permanent housing, supportive housing, and accessible housing for persons with disabilities (must be construction ready).	X	X		X
The retention and creation of additional jobs for low and moderate income residents of Bridgeport;	X			
Expansion of jobs and economic opportunity as the foundation for neighborhood revitalization, including micro-enterprise development (businesses employing five or fewer individuals)	X			
Acquisition, Relocation, Demolition and Disposition activities in support of anti-blight initiatives;	X	X		X
City Use Only: Planning in support of the City's overall Consolidated Plan and development efforts;	X	X	X	X
Improvements to public facilities benefiting the City's low and moderate income individuals and families which further the City's overall Consolidated Plan and development efforts in support of neighborhood revitalization.	X			
Provision of Public Services that promote and enhance programming that supports positive youth development, job training, senior activities, and public safety activities benefiting low and moderate income families. Specific focus areas may include: Academic enrichment programs, violence prevention and prison re-entry programs, physical/ sports activities, job training, employment support and job placement programs;	X			

	CDBG	HOME	ESG	HOPWA
Provision of emergency housing and supportive services to homeless and near homeless individuals and families seeking shelter services, transitional and supportive housing;	X		X	X
Provision of supportive housing for persons with special needs such as persons with HIV/AIDS, the elderly and persons with disabilities;				X
Provision of evidence-based supportive services to families and individuals to reduce the risk of becoming homeless including supportive housing, utility payments and rental subsidies;	X		X	X
Services that directly benefit individuals and families (consumers) affected with HIV/AIDS;	X			X

Neighborhood Revitalization Zone Committees

East End NRZ

Chairperson: Keith Williams
Contact Information: (203)260-6731
dorie63@aol.com

East Side NRZ

Chairperson: Maria Valle
miv@snet.net

Black Rock NRZ

Chairperson: Stephanie Barnes
Contact Information: (203)338-0729
Sjb3179@sbcglobal.net

Hollow NRZ

Chairperson: Sonia Moncrieffe
Contact Information: (203)229-5736
Sonia.Moncrieffe@ge.com

South End NRZ

Chairperson: Carmen Nieves
Contact Information: (203)727-9229
southend.nrz@gmail.com

West Side NRZ

Chairperson: Frank Borres
Contact Information: (203)366-5033
frank@avpmail.com

Mill Hill NRZ

Chairperson: Nick Roussas
Contact Information: nikosr77@yahoo.com

Reservoir NRZ

Chairperson: Linda Christie
Contact Information: (203)372-9815
lchristie@soconngas.com

Eligible Target Areas

As part of the Master Plan Project, the Connecticut Center for Economic Analysis ("CCEA") at the University of Connecticut prepared a baseline report that documents trends in crime, school performance, and income and

housing characteristics for Bridgeport neighborhoods. This report developed a Neighborhood Development Index for each neighborhood, which is a combined measure of neighborhood performance in terms of income, school quality and crime relative to other Bridgeport neighborhoods. Given its limited resources, the City intends to focus its CDBG funds in those neighborhoods with the highest concentrations of economically distressed families and minority populations. **Those neighborhoods are: Reservoir Avenue, Side, Boston Avenue/Mill Hill; Downtown; East End, East Side; Enterprise Zone; the Hollow, South End and West Side/West End.**

Eligible Activities and Projects

The following activities are eligible for funding under this solicitation:

1. Activities Related to Housing

There are many activities related to housing that are eligible under the CDBG Program. The list of eligible activities includes:

- Housing services in connection with Home Investment Partnerships (“HOME”) Program activities;
- Construction of housing assisted under Section 17 of the U.S. Housing Act of 1937 (§570.201(m)) or construction of housing by eligible CBDOs (§570.204(a)) or as a last resort housing under §570.207(b)(3)(i);
- Homeownership assistance (such as down-payment assistance and interest subsidies) (§570.201(n) or §570.201(e));
- Rehabilitation to buildings which are residential, low-income rental or homeowner housing (§570.202). This also includes conversion of non-residential structures for residential use. The following types of rehabilitation activities may be undertaken:
 - Acquisition for rehabilitation and rehabilitation for residential purposes;
 - Labor, materials, etc., for rehabilitation of properties;
 - Loans for refinancing existing secured indebtedness;
 - Energy improvements;
 - Water efficiency improvements;
 - Connection to water and sewer lines;
 - Some homeowner warranty, hazard and flood insurance premiums;
 - Testing for and abatement of lead-based paint;
 - Cost of acquiring tools to be lent for rehabilitation;
 - Rehabilitation services.

2 Other Real Property Activities

In addition to the housing-related activities, many other real property activities are eligible to be funded by CDBG such as:

- Acquisition (§570.201(a) and Disposition (§507.201(b));
- Clearance and demolition (§507.201(d));
- Rehabilitation of publicly- or privately-owned commercial or industrial buildings (§570.202);
- Historic preservation (§570.202(d));
- Renovation of closed buildings (§570.202(e));

3 Public Facilities Eligible Activities

CDBG funds may be used for the acquisition, construction, reconstruction, rehabilitation, or installation of public improvements or public facilities §570.201(c):

- “Public improvements” include, but are not limited to, streets, sidewalks, water and sewer lines, and parks.
- “Public facilities” include, but are not limited to, neighborhood/community facilities and facilities for persons with special needs (e.g. homeless shelters, group homes, and halfway houses).

4 Public Services Eligible Activities

Public services are also generally eligible under the CDBG Program (§570.201(e)). These public service activities may include, but are not limited to:

- Job training and employment services;
- Health care and substance abuse services;
- Child care;
- Crime prevention;
- Fair Housing counseling; and
- Activities for seniors;

5 Economic Development Eligible Activities

CDBG recipients may also provide grants or loans to community-based development organizations (“CBDOs”) to carry out the following types of projects (§570.204):

- Neighborhood revitalization;
- Community economic development; and
- Energy conservation.

Ineligible Activities

The general rule is that any activity not specifically authorized under the CDBG regulations and statute is ineligible to be assisted with CDBG funds.

In addition, the regulations stipulate that the following activities may **not** be assisted with CDBG funds:

- Buildings for the general conduct of government are ineligible. However, the removal of architectural barriers from government buildings is eligible under the category of public facilities and improvements.
- General government expenses are ineligible.
- Financing for political activities or to engage in other partisan political activities are ineligible. However, a facility assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, if the building is available to all community organizations on an equal basis.
- Food cannot be purchased with CDBG funds.
- Entertainment activities are generally not allowed under CDBG. Please check with your program manager regarding entertainment activities.

The following activities may not be assisted with CDBG funds unless authorized as a special economic development activity or when carried out by a CBDO:

- Purchase of equipment is generally **ineligible**.
 - Compensation for the use of construction equipment through leasing, depreciation, or use allowances is eligible.
 - Fire protection considered an integral part of public facilities is eligible. This includes fire engines and specialized tools such as “jaws of life” and life-saving equipment as well as protective clothing worn by fire fighters.
- Purchase of personal property, including equipment, fixtures, motor vehicles, furnishings, or other personal property is generally **ineligible**.
- Operating and maintenance expenses (of public facilities, improvements, and services) are ineligible.

(Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program).

- New housing construction except under certain conditions or when carried out by a CBDO.
- Income payments made to an individual or family for items such as food, clothing, housing, or utilities are ineligible.
- One time grants, emergency type grants, or loans for such purposes may be eligible under the category of Public Services.

Faith-Based Activities

- Participation in the CDBG Program is open to all faith-based and community-based organizations regardless of the religious nature of the applicant organization or the religious nature of the program(s) it offers; however, funds awarded under this program may not be used for inherently religious activities such as religious instruction, prayer, worship, or any form of proselytization nor may funds be used to purchase any religious materials or provide any inherently religious services.

- Organizations must have separate and distinct programs if they are to be awarded CDBG funds. Organizations must take steps to separate, in time or location, their inherently religious activities from the CDBG-funded services. Additionally, participation in religious activities by individuals receiving services must be voluntary.

Program Requirements

All projects funded under this solicitation must meet the following requirements:

1. Project must meet a National Objective:

- a. Benefit to Low and Moderate Income (“LMI”) Persons or Households – The LMI national objective is often referred to as the “primary” national objective because the statute requires that the City of Bridgeport expend 70 percent of their CDBG funds to meet the LMI national objective.
 - Low/Moderate Area Benefit (“LMA”) – The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. An area benefit activity is one that benefits all residents in a particular area where at least 51 percent of the residents are LMI persons.
 - Low/Moderate Limited Clientele (“LMC”) – The limited clientele category is a second way to qualify specific activities under the LMI benefit national objective. Under this category, 51 percent of the beneficiaries of an activity have to be LMI persons.
 - Low/Moderate Housing Activities (“LMH”) – The housing category of LMI benefit national objective qualifies activities that are undertaken for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by LMI households.
 - Low/Moderate Job Creation or Retention Activities (“LMJ”) – The job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons.
- b. Address the Prevention of Slums or Blight – The proposed project is in a designated slum/blight area and the result of the project addresses one or more of the conditions that qualified the area. **This category is reserved for use by the City of Bridgeport.**
- c. Meet a Particular Urgent Community Development Need – This type of activity must be designed to alleviate existing conditions that pose a serious and immediate threat to the health and welfare of the community; are of recent origin or recently became urgent; the grantee is unable to finance the activity on its own; and other resources of funding are not available to carry out the activity. **This category is reserved for use by the City of Bridgeport.**

2. Must meet a Consolidated Plan Priority.

3. Monitor Program Income: Program income is the gross income received by the City of Bridgeport and its sub-recipients directly generated from the use of CDBG funds. Any program income that is not used to support the CDBG funded program must be returned to the City of Bridgeport.
4. Complete an Annual Financial Audit: Any sub-recipient that receives \$500,000 or more annually in federal funds must perform an A-133 Audit. A copy of the A-133 audit must be sent to HUD via email.

5. Complete all required program reporting as determined by the Department of Housing and Community Development.
6. Expend funding within the contract term (July1, 2017 - June 30, 2018)
7. Construction Projects must follow the regulations below:
 - a. The Davis-Bacon Act (40 USC, Chapter 3, Section 276a-276a-5; and 29 CFR Parts 1, 3, 5, 6 and 7) is triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. Davis-Bacon does not apply to the rehabilitation of residential structures containing less than eight units or force account labor (construction carried out by employees of the grantee). HUD should be contacted if there is any situation where the applicability of Davis-Bacon is in question.
 - b. The Copeland Anti-Kickback Act (40 USC, Chapter 3, Section 276c and 18 USC, Part 1, Chapter 41, Section 874; and 29 CFR Part 3) requires that workers be paid weekly, that deductions from workers' pay be permissible, and that contractors maintain and submit weekly payrolls.
 - c. The Contract Work Hours and Safety Standards Act (40 USC, Chapter 5, Sections 326-332; and 29 CFR Part 4, 5, 6 and 8; 29 CFR Part 70 to 240) applies to contracts over \$100,000 and requires that workers receive overtime compensation (time and one half pay) for hours they have worked in excess of 40 hours in one week. Violations under this Act carry a liquidated damages penalty (\$10 per day per violation).
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended, requires the provision of opportunities for training and employment that arise through HUD-financed projects to lower-income residents of the project area. Also required is that contracts be awarded to businesses that provide economic opportunities for low- and very low-income persons residing in the area.

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How to Apply

Attendance at a Technical Assistance Session is MANDATORY

Department of Housing and Community Development staff will conduct several technical assistance workshops in conjunction with this application process. These workshops will entail a detailed review of the application submission process, program requirements, and application review and selection process.

Applicants are strongly encouraged to send representatives such as the executive director, project manager, or individuals that will be integrally involved in the planning and management of the proposed project.

All information sessions are free. Applicants are responsible for all travel-related costs associated with attending the workshops. The following sessions have been scheduled:

CDBG

Tuesday, February 21, 2017 10:00am – 12:00pm 999 Broad Street, 2nd Floor
OPED A&B

Wednesday, February 22, 2017 10:00am – 12:00pm 999 Broad Street
OPED B

Thursday, February 23, 2017 10:00am – 12:00pm 999 Broad Street, 2nd Floor
OPED A&B

HESG

Tuesday, February 21, 2017 1:00pm – 3:00 pm 999 Broad Street, 2nd Floor
OPED A&B

Wednesday, February 22, 2017 1:00pm – 3:00 pm 999 Broad Street, 2nd Floor
OPED B

HOPWA

Thursday, February 23, 2017 10:00am – 12:00pm 999 Broad Street, 2nd Floor
OPED A&B

Pre-registration is encouraged. Please email or call: Anjerice.miller@bridgeportct.gov; call 203-576-8022 to register for a one (1) TA Session.

Application Deadline

CDBG, HESG and HOPWA grant applications are due no later than 2:00 p.m. on Friday, March 3, 2017.

All applications must be hand delivered to the Department of Housing and Community Development. Submit one (1) signed original and one (1) copy to the following address:

City of Bridgeport
Department of Housing and Community Development
Margaret E. Morton Government Center

999 Broad Street, 2nd Floor
Bridgeport, CT 06604
Attention: Anjerice Miller

Applications can be hand-delivered, sent by U.S. Mail, FedEx, or UPS. If you send the application via U.S. Mail, FedEx, or UPS, please ensure that it is postmarked by March 3, 2017.

EMAILED OR FAX APPLICATIONS WILL NOT BE ACCEPTED!

Application Narrative

Please see attached application narrative forms.

Required Documentation and Application Attachments

Please include the following documentation with your application:

1. Agency Description and Articles of Incorporation/Bylaws: Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and the license to operate (if necessary).
2. Financial Statement and Audit: Describe the agency's fiscal management including disbursement methods, financial reporting, record keeping, accounting, principles/procedures and audit requirements. Please include a copy of the agency's last financial audit.
3. Insurance/Bond/Worker's Compensation: State whether or not the agency has liability insurance coverage, in what amount and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State law. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount and with what insuring agency. Please include a copy of the insurance certificate.
4. 501(c)3 Non-Profit Certification: Non-profit organizations must submit tax-exemption determination paper-work from the Federal Internal Revenue Service.
5. List of Board of Directors: A list of the current board of directors or other governing body of the agency must be submitted. The list should include names, title and organization that they represent if applicable.
6. Organizational Chart: An organizational chart must be provided which describes the agency's administrative framework and staff positions. The chart should clearly show where the proposed project staffing fits into the organizational structure.

Format of Applications

Please submit one (1) original and one (1) copy of your application.

Applicants must adhere to the following formatting requirements:

1. Complete Application Forms
2. Application narrative limited to five (5) typed pages or less
3. Single-sided
4. One (1) inch margins
5. Do not staple the application, use an appropriate binder clip
6. Include page numbers

Please note: All sub-grantees must provide evidence of fiscal accountability prior to entering into contract for federal funding. No funds will be awarded if the agency is in arrears with City property taxes. All sub-grantees must also provide copies of their current Financial Audit, which must be filed no later than 180 days after the close of the agency's fiscal year unless an extension is filed, and/or their most recently filed IRS 990, 990EZ, or 990N, dependent upon their level of funding.

Application Review Process

The City of Bridgeport advertises the anticipated availability of funding by placing public notices in the *Connecticut Post*. As well, public notices pertaining to all public hearings, recommended fund allocations and related council meetings are placed in the *Connecticut Post*.

Housing and Community Development staff review each application received to ensure that instructions have been followed, that the project/program is eligible to receive CDBG funds, and that the project/program meets the needs of the City of Bridgeport as specified in its Five-Year Consolidated Plan (2013-2018).

The second phase is review of the applications by the City of Bridgeport's Citizen Union and the Economic Development and Environmental (ECDE) Committee of the City Council for review. The Citizens Union and the ECDE Committee will hold joint public hearings which will also be noticed in the *Connecticut Post* and the City of Bridgeport Website. After the public hearings are held, the Citizens Union will meet one more time to finalize their recommendations to the ECDE Committee. After receiving Citizen Union recommendations, the ECDE Committee will meet to review the recommendations and to finalize their plan to the full City Council for review and approval.

City of Bridgeport

Community Development Block Grant Program

FY2017-2018 Calendar

2/21/2017; 2/22/2017; 2/23/2017	Technical Assistance Workshops: Review program and application requirement for PY43. Location: 999 Broad Street, 2nd Floor, OPED A & B
--------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------

3/3/2017	Applications due by 2pm (submitted in-person at 999 Broad Street, 2nd Floor OPED B)
TBA	City Council Meeting – Refer Resolution to ECDE Committee
TBA	Citizen Union/ECDE Public Hearings: City Hall, 45 Lyon Terrace at 6PM
TBA	City Council Review and Approval
TBA	City Submits PY43 Annual Action Plan to HUD for approval
TBA	HUD approval and release of CDBG funds
TBA	Sub-recipients notified and contracted with the Department of Housing and Community Development

*Please note that dates and meeting locations are subject to change. The Department of Housing and Community Development will make every effort to notify applicants, committee members and the general public of changes in dates and/or venues.

ATTACHMENT A

APPLICATION CHECKLIST Please include with your application

- ☐ Cover Page
- ☐ Separation of Services Checklist
- ☐ Application Narrative Response
- ☐ Required Documentation
 - _____ List of current board of directors members
 - _____ Minutes from the last board meeting
 - _____ Articles of Incorporation
 - _____ Organization By-laws
 - _____ Organizational Chart(s)
 - _____ A copy of your organization's current budget and previous year's budget
 - _____ Copy of 501(c)3 certification letter from the IRS
- ☐ One (1) original and (1) copy provided
- ☐ Double check page limitation and formatting requirements

ATTACHMENT B

Application FORMS

All applicants are required to submit the following form.

DO NOT MODIFY IN ANY WAY

**DO NOT RETURN THIS PAGE WITH THE FINAL
APPLICATION.**

City of Bridgeport
Department of Housing and Community Development

CDBG
Application For Funding

COVER PAGE

Agency Name:

Program/Project Name: _____

Contact Person: _____

Agency Address: _____

Telephone Number: _____

Email Address: _____

DUNS Number: _____

Application will not be accepted without a DUNS number.

CDBG Funds Requested: \$

Current PY41 CDBG Award: \$ _____

Executive Summary of Project (150 words or less):

WHO: _____

HOW MANY: _____

WHAT: _____

WHEN: _____

WHERE: _____

WHY: _____

BACKGROUND INFORMATION ABOUT ORGANIZATION

How many years has your organization been in operation? _____

Total number of employees: Full time _____ Part time _____ Volunteer _____

What is your current annual budget? _____

Is the project/program supported by an NRZ or other target neighborhood organization? If yes, please attach letter(s) of support. ☐ YES ☐ NO

The information contained herein and attached as exhibits hereto is, to the best of our knowledge and belief, true, correct and complete and that the City of Bridgeport can rely upon these statements in determining whether to fund this project.

We certify that the Agency Board of Directors has approved this application.

If the application is found to be faulty in any manner, the application can be eliminated from consideration at the sole discretion of the City of Bridgeport.

Executive Director/Department Head

Signature

Date

President/Board Chair

Signature

Date

PROJECT ELIGIBILITY/BENEFIT SECTION

All CDBG funded activities must meet at least one of three national program objectives set forth by HUD. This section will assist in determining the National Objective to be met by your proposed program/project.

1. This project meets at least ONE (1) of the HUD National Objectives listed below. (Please check all applicable; additional information can be found on page 8 of the application package)

- ☐ Benefits low/moderate income individuals and/or households
- ☐ Addresses the prevention or elimination of slums or blight
- ☐ Meets a particular urgent community development need

2. Check all statements that describe how this project or activity meets one of the National Objectives above:

- ☐ Low/Moderate Area Benefit (LMA) – The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. The benefits of this type of activity are available to all persons in the area where at least 51 percent of the residents are LMI persons. *Examples:* street improvements, neighborhood facilities, façade improvements in neighborhood commercial districts.
- ☐ Low/Moderate Limited Clientele (LMC) – Under this category the project benefits a specific group of people (rather than all the residents in a particular area). At least 51 percent of the beneficiaries of an activity have to be LMI persons. *Examples:* construction of a senior center, renovations to a domestic violence shelter, public services for the homeless, meals on wheels program.
- ☐ Low/Moderate Housing Activities (LMH) – The housing category of LMI benefit national objective qualifies activities that are undertaken for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by LMI households. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M must be occupied at affordable rents. *Examples:* acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

NOTE: Section continued on next page

- ☐ Low/Moderate Job Creation or Retention Activities (LMJ) – The job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons.
- ☐ Slum or Blighted Area: The proposed project is in a designated slum/blight area and the result of the project addresses one or more of the conditions that qualified the area. **For City of Bridgeport Use Only.**
- ☐ Spot Blight: The proposed project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **For City of Bridgeport Use Only.**
- ☐ Urgent Community Need: This type of activity must be designed to alleviate existing conditions which the grantee certifies pose a serious and immediate threat to the health and welfare of the community, are of recent origin or recently became urgent, the grantee is unable to finance the activity on its own, and other resources of funding are not available to carry out the activity. **For City of Bridgeport Use Only.**

3. The following project activity category areas have been identified in the City of Bridgeport's Five-Year Consolidated plan as high priorities. Please check only ONE category box that best represents your application request.

- | | |
|-----------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Public Services | <input type="checkbox"/> Public Facilities/Infrastructure Improvements |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Neighborhood Revitalization |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Other: (Please describe) _____ |

4. Briefly describe how your request addresses the City's consolidated plan priorities.

5. Identify if your project is linked to specific, adopted neighborhood revitalization zone (NRZ) plans or other organized neighborhood planning process (Marin, Garfield, William, Barnum, Shelton Street) and how it is linked or compliments the respective plan's goals.

APPLICATION NARRATIVE

All Applicants

Questions:

1. **Program/Project Description:** Please provide a description of the proposed program or project for which you are requesting funds. Include a description of the target population.

2. **Please describe the goals and objectives of your proposed project.**

3. **Please explain how you will accomplish the proposed project including specific activities planned and a timetable for completion of work.**

4. **Please explain why this program or project is needed within the City of Bridgeport.**

5. **Please describe how the evaluation process that will be used to measure how well the project meets the stated goals and objectives.**

6. **Please describe how this program or project will increase or expand current programs and services.**

Organizational Capacity:

1. **Provide an overview of your organization including the mission statement and length of time in existence.**

2. **Describe your organization's experience in successfully conducting this type of activity.**

3. Identify the person(s) responsible for the program and financial management of the proposed project. _____
4. Many times, projects that receive an award of CDBG funding are funded less than the originally requested amount. This requires the submission of a revised budget and description of how the organization will carry out the proposed activity with reduced funding. Please indicate if your proposed activity could be undertaken with a lower budget amount and if so, please identify how that would affect the scope of services.

5. Has your organization received CDBG funding in the past? If yes, please complete the following table.

Program Year	Name/Description of Program	Number of Clients Served	Funding Awarded
PY39			
PY40			
PY41			
PY 42			

Outcome Measures: (all applicants must answer)

1. What is the total estimated number of persons to be served by this project? _____
2. What is the total estimated number of LMI persons to be served by this project? _____
3. What is the anticipated percentage of LMI persons to be served by this project? _____
4. What is the number of Bridgeport residents to be served by this project? _____
5. What is the number of residents from other towns to be served by this project? _____

Public Facility/Infrastructure Projects Only:

1. Please provide the exact address(s) of the site where improvements are to take place.

2. Who is the owner of the structure? If the owner is not the requesting organization, please provide an explanation as to why the owner is not completing the proposed improvements.

3. Please describe the types of services currently offered at the public facility as well as the target population being served.

Housing Projects Only:

1. Please provide the exact address(s) where the housing activity will take place. If address(s) have not been identified, please describe the criteria that will be used to select structure(s).

2. Please provide the number of units to be assisted.

3. Please describe the current condition of the structure(s).

4. Please describe in detail the type of activity(s) to be completed.

5. If applicable, please describe if counseling services will be offered to homeowners.

6. Please describe how your organization proposes to monitor the project after completion.

Economic Development Projects Only:

1. Please identify the number of businesses to be assisted. _____

2. Please describe the criteria that will be used to select business to participate.

3. Please describe how the proposed program will be communicated to prospective beneficiaries.

4. Please describe how your organization proposes to follow-up with assisted businesses.

5. Please describe if your organization has experience in implementing economic development activities.

6. Please identify the number of full-time and part-time jobs to be created and/or retained for low and moderate income individuals. _____

7. Please identify how your organization will determine low and moderate income levels.

Certification of Separation of Services

Participation in the CDBG Program is open to all faith-based and community-based organizations regardless of the religious nature of the applicant organization or the religious nature of the program(s) it offers; however, funds awarded under this program may not be used for inherently religious activities such as religious instruction, prayer, worship, or any form of proselytization nor may funds be used to purchase any religious materials or provide any inherently religious services.

This means that organizations must have separate and distinct programs. Organizations must take steps to separate, in time or location, their inherently religious activities from the CDBG-funded services. Additionally, participation in religious activities by individuals receiving services must be voluntary.

According to Federal regulations:

45 CFR 87.1.(c). "If an organization conducts [inherently religious] activities, the activities must be offered separately, in time or location, from the program or services funded with direct financial assistance...." 69 Fed. Reg. 42586, 42593 (2004).

45 CFR 87.1. (c). "participation [in any privately funded inherently religious activities] must be voluntary for beneficiaries of the programs or services funded with [direct federal financial] assistance." 69 Fed. Reg. 42586, 42593 (2004)

Please take a moment to answer the following questions:

Does my organization currently offer religious or spiritual programming?

☐ YES ☐ NO

Does my organization currently offer programming that is not religious in nature?

☐ YES ☐ NO

Are religious programs offered during a separate time or location than non-religious programs?

☐ YES ☐ NO

Does your organization require the beneficiaries of the program to attend any religious activity sponsored by the organization?

☐ YES ☐ NO

SCHEDULE B: BUDGET FORM

Organization: _____ Project: _____

A	B	C
Budget Item	Calculation	CDBG Contract
PERSONNEL COSTS		
Salaried Positions-Job Titles		
TOTAL SALARIES		
Fringe Benefits		
	TOTAL PERSONNEL COSTS	
OPERATING COSTS	Description of estimated costs	TOTAL
Add necessary line items as needed for your budget		